

**RETENTION AND DISPOSAL:**

Delete entry and replace with 'Records are maintained for current fiscal year. Destroy 6 years and 3 months after the close of the fiscal year.'

\* \* \* \* \*

**CIG-11****SYSTEM NAME:**

Budget Information Tracking System (BITS).

**SYSTEM LOCATION:**

Office of the Chief of Staff, Office of the Comptroller, Office of the Inspector General of the Department of Defense, 400 Army Navy Drive, Arlington, VA 22202-4704.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

All Office of the Inspector General (OIG) employees who participate in OIG Travel, Permanent Change of Station, Awards, and Training.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Individual's name, Social Security Number, grade and or rank, financial transaction document number, and the cost records of the OIG employees who have been approved for Temporary Duty; Permanent Change of Station (PCS); and an employee cash award.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

Pub. L. 95-452, the Inspector General Act of 1978, as amended; 5 U.S.C. 301, Departmental Regulations; DoD 7000.14-R, DoD Financial Management Regulation; DoD Directive 5106.1, Inspector General of the Department of Defense, Organization and Functions Guide; OIG DoD Instruction 7200.1, Budget and Fund Control; OIG DoD Instruction 7250.13, Official Representation Funds; and E.O. 9397 (SSN).

**PURPOSE(S):**

Information is used in determining current year execution and future budgetary requirements for the OIG as follows:

- a. Tracking temporary duty travel costs.
- b. Tracking Permanent Change of Station costs.
- c. Maintain spreadsheets maintained by Human Resources Training/purchase cardholders.
- d. Tracking cash award costs.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records

or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routine Uses' set forth at the beginning of the OIG's compilation of systems of records notices also apply to this system.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Paper records in file folders and or binders and on electronic storage media or a combination thereof.

**RETRIEVABILITY:**

Records are retrieved by the individual's financial transaction document number. A specified data element or a combination thereof contained in this system of records are used for accessing information.

**SAFEGUARDS:**

Access to the system is protected/restricted through the use of assigned user identification/passwords for entry into system modules.

**RETENTION AND DISPOSAL:**

Records are maintained for current fiscal year. Destroy 6 years and 3 months after the close of the fiscal year.

**SYSTEM MANAGER(S) AND ADDRESS:**

Comptroller, Office of the Chief of Staff, Office of the Inspector General of the Department of Defense, 400 Army Navy Drive, Arlington, VA 22202-4704.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether this system of records contains information about themselves should address written inquiries to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202-4704.

The request should contain the full name, address, and Social Security Number of the individual.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records about themselves contained in this system of records should address written inquiries to the Chief, Freedom of Information Act/Privacy Act Office, 400 Army Navy Drive, Arlington, VA 22202-4704.

The request should contain the full name, address, and Social Security Number of the individual.

**CONTESTING RECORD PROCEDURES:**

The OIG's rules for accessing records and for contesting contents and appealing initial agency determinations

are published in 32 CFR part 312 or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES**

Data maintained in the system is obtained directly from the individual on the following forms:

- a. Request to Temporary Duty Travel Form, provided to the Travel Section with information obtained from the individual traveler;
- b. Request for Permanent Change of Station Form, provided by the Personnel and Security Directorate and Travel Section with information obtained from the individual;
- c. Request for Training Form, provided by the Training Officer within each segment of the Office of the Assistant Inspector General with information obtained from the individual; and
- d. Incentive Awards Nomination and Action Form, provided by the Personnel and Security Directorate with information obtained from an individual's supervisor and personnel records. To the extent that a follow-up to resolve discrepancies is required, information is collected directly from the individual or the appropriate office within the Office of the Inspector General on Department of Defense (DD) Forms 1610 and 1614, Standard Form 182, and IG Form 1400.430-3.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 03-18648 Filed 7-22-03; 8:45 am]

BILLING CODE 5001-08-U

**DEPARTMENT OF DEFENSE****Department of the Army****Privacy Act of 1974; System of Records**

**AGENCY:** Department of the Army, DoD.

**ACTION:** Notice to amend systems of records.

**SUMMARY:** The Department of the Army is amending one system of records notice in its existing inventory of records systems subject to the Privacy Act of 1974, (5 U.S.C. 552a), as amended.

**DATES:** This proposed action will be effective without further notice on August 22, 2003 unless comments are received which result in a contrary determination.

**ADDRESSES:** Department of the Army, Freedom of Information/Privacy Act Office, U.S. Army Records Management and Declassification Agency, ATTN: